ECDL

What is ECDL?

The European Computer Driving Licence (ECDL) is an internationally recognised qualification, which enables users to demonstrate their competence in the use of a personal computer and common computer applications

It is now the leading certification to be adopted by Governments, International Organisations and Corporations alike

Key benefits
- raises the level of competency in ICT and computer skills
- improves productivity at home and at work
- provides an internationally recognised qualification

Who is it for?

ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects

What are the course requirements?

This course is ideally suited to anyone who possesses basic IT skills. However, we do recommend that participants attend a Level 1 computer course first

Which software is used?

Microsoft Office
Microsoft Internet Explorer

How long is the course?

Normally 60 hours per year, 2 hours per week spread over 30 weeks. Depending on skill levels it may take more than 1 academic year to complete both qualifications

Course content

The units that make up this course are:

- IT Security for Users
- Computer Essentials
- Word Processing
- Database
- Spreadsheets
- Presentation
- Online Essentials

What qualifications are available?

- ECDL level 1 Award is awarded for successful completion of units IT Security for Users, Computer Essentials and Online Essentials
- ECDL level 2 Award is awarded for successful completion of three of the following four units Word Processing, Spreadsheets, Presentation and Database

Your tutor will help you decide which qualification(s) suits you best

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Additional information

Assessment costs
Exam registration and exam fees are additional to course fees

Timing
Exam sessions may take place outside of course times

NOTE:
ECDL BOOKS VARY
Seek advice from your tutor in class before buying ECDL books

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All information is correct at time of print but may be subject to change